

U. S. INFORMATION AGENCY

Approved For Release 2002/09/05 : CIA-RDP77-00389R000100070029-8

OUTGOING
MESSAGE
VIA

AIR POUCH

UNCLASSIFIED

Classification

TO: ALL USIA OVERSEAS ESTABLISHMENTS

STATE

IOA/L-10

USIA - CIA/CIS March 15, 1973

IAA
IEA
IEE
IIA
INE
ISA
IWE
IOS
IOA
IBS
ICS
IPS
IMV
IOP
IOR
I/SO
I/SC-3
IOR/L
IOR/LD
IOA/SC

USIAC
E.O. 11652: N/A
SUBJECT. Marking and Submission of Classified Messages and Documents

REFERENCE.

The Agency is instituting changes in the formats of classified telegrams, USIA Outgoing Messages, Field Messages and Operations Memorandums to facilitate conformance with the requirements of Executive Order (E.O.) 11652 (Classification and Declassification of National Security Information and Material). The change effective immediately, involves adding a line to the heading of classified messages that indicates status of the message under the Executive Order. This E.O. 11652 line will be in addition to insertion of the SUBJECT line and the classifier's position, as required by USIA Circular 405D & 408F, Section 5-a.

E.O. 11652 Line

The E.O. 11652 line will carry a code and, where necessary, the date or event after which the message is to be automatically declassified.

The codes to be used are:

STATE

GDS General Declassification Schedule applies. Must be followed by "DECLAS 12-31 - and year six years hence for "Confidential" or eight years hence for "Secret".

Dist.
Desired
(Offices
Only)
I/S-C 3

ADS Accelerated Declassification Schedule. Applies when information is to be declassified on a date or event in advance of the GDS. Must be followed by "DECLAS" and the date or event which will trigger declassification. Dates should be entered as shown in the examples below.

State Dept. review completed

DRAFTED BY	OFFICE	PHONE NO.	DATE	APPROVED BY
<i>Dunc</i> DMChown:js	IOA/M	25185	3-19-73	<i>WJ</i> IOA/M - W.W.Jones
USIA AND OTHER CLEARANCES State: EA/LC-EFF (wards) (by phone)				
IOS - RDBarber / IOA/SC - AJCummings / I/SO - EW Cordell Classification State: EUR/EE - JABaker (by phone) State: EUR/SOV - WJDyess (phone) <i>EW</i> , UNCLASSIFIED				
IOA - SP/Johns / IOR/L - JRP/Niemeyer / Dept. of State - A/QC - WENaeher IEE - TSArth / IEA - LAJUrvis (by phone) / IAA - JEney (subs. <i>J</i>)				
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EMLIST IN THE "WAR ON WASTE" USE AIRPOUCH INSTEAD OF TELEGRAMS				

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XGDS1 Exempt according to the numbered category of E.O. 11652.*
XGDS2 These codes should be followed wherever possible by "DECLAS"
XGDS3 and a date or event which will trigger declassification.**
XGDS4

N/A Not applicable. This code is for use on unclassified documents.

Samples of E.O. 11652 line entries:

- (1) E.O. 11652: GDS DECLAS 12-31-81
- (2) E.O. 11652: ADS, DECLAS 12-31-73
- (3) E.O. 11652: ADS, DECLAS AT END CURRENT TEST SERIES
- (4) E.O. 11652: XGDS1, DECLAS 12-31-85**
- (5) E.O. 11652: N/A

Classified documents containing (1) a completed CLASSIFICATION line, (2) a completed E.O. 11652 line, and (3) the classifier's name and position (in the DRAFTED BY and/or APPROVED BY spaces on a form) need not be stamped with the captions noted in 5 FAM 931.

USIA, USIS forms and State Department forms employed by the Agency and by USIS posts will be altered. Samples showing the new format are attached. Until reprinted message forms are received, drafters should place the E.O. 11652 line in classified messages as follows:

USIA Outgoing Messages (Form IA-5): Between the USIAC and SUBJECT lines;

USIS Field Messages (Form IA-5D): Between REFERENCE and SUBJECT lines:

*See also UNIFORM STATE/AID/USIA SECURITY REGULATIONS, 5 FAM 924

**Authority to exempt classified material from GDS is limited to the USIA Director, the Deputy Director, the Deputy Director (IOP), the Associate Director (IOR), the Assistant Directors IAA, IEA, ILA, INE, ISA, IWE, IEE, and IOS.

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CUTTING
MESSAGE

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Operations Memorandums (Form DS-682): Between FROM and SUBJECT lines (NOTE: OM forms are not being reprinted)

State Department Airgrams (Form DS-323): Between FROM and SUBJECT lines:

State Department Telegrams (Form DS-322): An E.O. 11652 line followed by a SUBJECT line should be placed above the ACTION line.

TAGS Line on State Department Forms

Revised State Department forms will also include a TAGS (Traffic Analysis by Geography and Subject) line. This line is unique to State indexing requirements. The TAGS line, therefore, may be disregarded in all USIAC messages and in exclusively USIA/USIS communications transmitted as State Department messages (i.e., in the State Department series). USIA/USIS communications in the State series must be clearly identified - preferably with an identifier such as "FOR USIA" in text lead lines.

Data Index System (DIS) Document Submission

This Message reconfirms all provisions of USIA CIRCULAR 405D & 408F. Section 5-b of the CIRCULAR should be interpreted to include among DIS submissions to IOR/L those documents classified by a USIA/USIS officer because they excerpt or substantively refer to already-classified materials. Submissions should be made whether the excerpted material originated within USIA or with another agency. These would include USIA/USIS documents excerpting "Top Secret" information from other agencies' documents and thus marked "Top Secret" even though USIA does not have original "Top Secret" authority.

WJDH

Enclosures:

1. Form IA-5
2. Form IA-5D
3. Form DS-682
4. Form DS-323
5. Form DS-322

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